

Administrative Permit: Second Dwelling Unit/ Garage			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,915
ENVIRONMENTAL		\$629	
PDS REVIEW TEAMS			\$865
STORMWATER			\$695
DEH	SEPTIC/WELL	\$692	
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE <i>(not included in total)</i>		\$500	
INITIAL DEPOSIT & FEE TOTAL			
\$4,796 (if on Septic/Well)			
\$4,104 (if on Sewer)			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

- Plot Plan
- [126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)
- [305 Ownership Disclosure](#)
- [320 Evidence of Legal Parcel](#) (and any deeds)
- [346S Supplemental Application](#)
- [399F Fire Availability](#)
- [399S Sewer Availability](#)
- [399SC School Availability](#)
- [399W Water Availability](#)
- [511 Notice of Proposed Administrative Permit](#)
- [514 Public Notice Certification](#)
- [581 Plan Check Pre-Application Notice](#)
- [LUEG-SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

- Plot Plans: **Eight (8) hard copies;**
 - If in Alpine CPG area, **Eight (8) hard copies,**
 - If in the (USDRIP) River Way Specific Plan area, **Ten (10) hard copies.**
- Public Notice Package (see PDS-516 for Specific Requirements).
- [346 Discretionary Permit Application](#): **One (1) hard copy.**
- [511 Notice of Proposed Administrative Permit](#): **One (1) hard copy.**
- [LUEG-SW Stormwater Intake Form for Development Projects](#): **Two (2) hard copies.**

PART C:

All items below are informational only and not to be submitted.

<u>209</u>	<u>Defense and Indemnification Agreement FAQs</u>
<u>515</u>	<u>Public Notice Procedure</u>
<u>516</u>	<u>Public Notice Applicant's Guide</u>
<u>611</u>	<u>Second Dwelling Unit Handout</u>
<u>654</u>	<u>Second Dwelling Unit Agreement</u>
<u>906</u>	<u>Signature Requirements</u>
	<u>Policy G-3: Determination of Legal Parcel</u>

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcountry.ca.gov/citizenaccess>.
2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Please provide on the plot plans a tabulation table of the existing single-family residence and the proposed second dwelling unit.
6. Provide elevation drawings (or photos) of the main single-family residence and second dwelling unit from all directions (North, East, West, and South).
7. Provide floor plans of the main single-family residence and second dwelling unit.
8. Exempt, CEQA Guidelines Section 15301, 15303 or 15305. Collect CEQA Exemption Review fee.
9. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
10. Notice of the Administrative Permit application shall be given to all property owners within a distance of 300' (feet) from the applicant's property and a minimum of 20 different owners.
11. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.